Linking an Authorization to a CJA21 Voucher

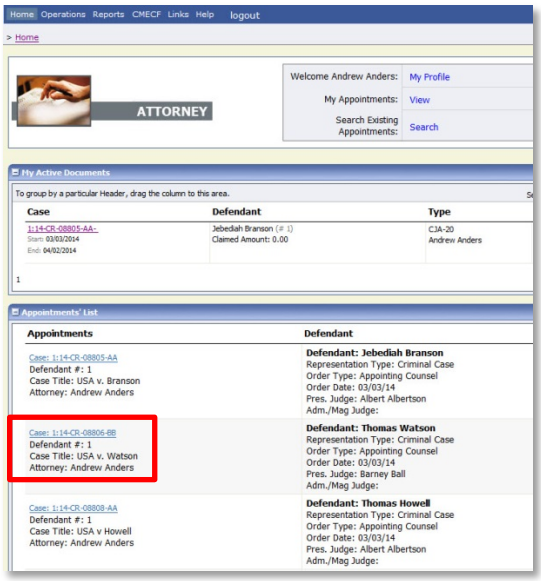
After your authorization has been approved by the judge, the authorization will appear in your Closed Voucher's panel. You may click the voucher number hyperlink to view the voucher if desired.

Step 1

Select your appointment.

To create the CJA-21 Voucher and link it to the authorization, click the case number hyperlink of your defendant in the My Appointments panel.

Figure 1: Home Page – Appointment List

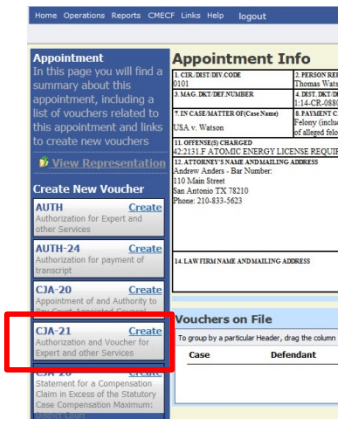


Step 2

Create CJA21.

On the appointment screen, click the Create CJA 21 link on the left panel.

Figure 2: Appointment Info

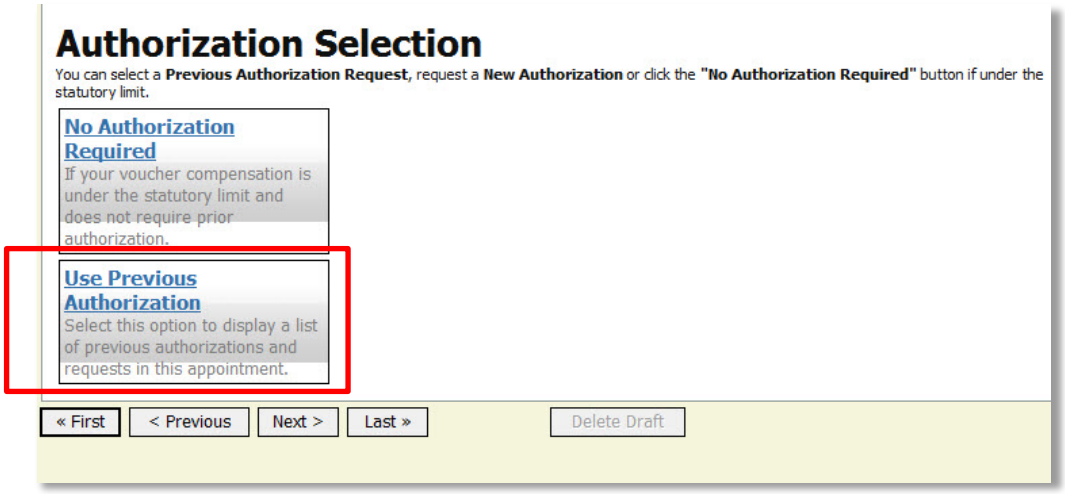


Step 3

Authorization Selection

The Basic Info screen will give you the options of No Authorization Required or Use Previous Authorization. Click Use Previous Authorization.

Figure 3: Authorization Selection



Notes:

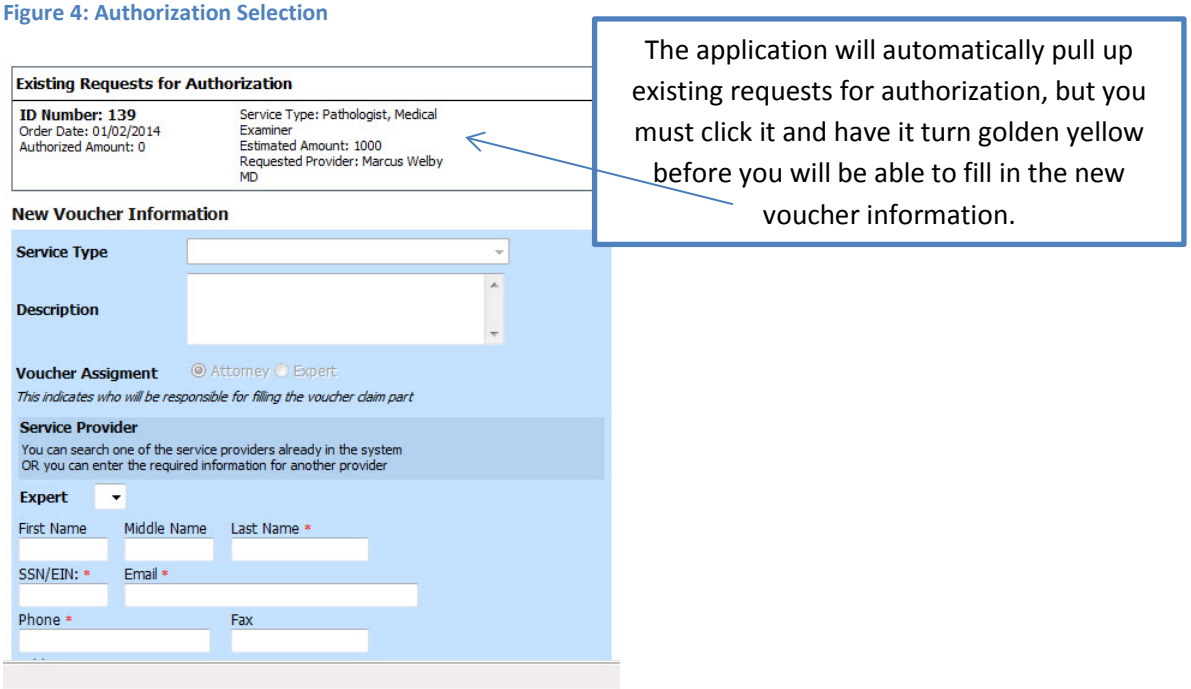
- The system will search and display any Existing Requests for Authorization.

Step 4

Select Authorization

You must click the authorization listed and it will change color to yellow.

Figure 4: Authorization Selection

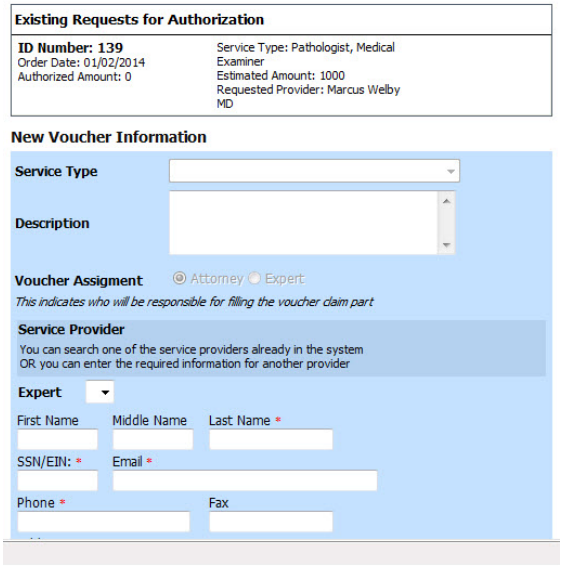


Step 5

Fill in the New Voucher Information.

You may search for an existing expert or fill in the information for another provider.

Figure 5: New Voucher Information



Notes:

- If the Service Provider or Expert has rights to enter their own expenses, the radio button selection for Voucher Assignment will become active, and you will choose if you or the expert will be filling in the service fees on the voucher.
- All CJA21 Vouchers, whether created and submitted by you or by the expert, will then move back to your Home page in the My Service Providers' Voucher folder. You must "sign" the completed CJA21 again to submit it on to the court for processing.